

# **Request for Proposals Erate Category 2 Project Okolona Municipal Separate School District**

## **SECTION I Bid Notice Notice To Bidders**

Notice is hereby given to interested bidders that the Okolona Municipal Separate School District will receive written, sealed bids for Managed Internal Broadband Services as defined in the 2020 Erate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, UPS, and network cabling until the hour of 10:00 a.m., March 6, 2020, at which time bids will be opened in the Board Room of the Okolona Municipal Separate School District at 411 West Main Street, Okolona, MS 38860.

### **Bid Timeline**

Letter of Intent Date	March 5, 2020 at 10:00 a.m. CST
Bid Proposal Due and Opening Date	March 25, 2020 at 9:00 a.m. CST

## **Erate Category 2 Project Broadband Managed Services**

### **Inquiries**

A pre-proposal conference will not be held. Vendors needing to clarify any points in the RFP which may not have been clearly understood need to submit written questions via email to the district contact of Phil Anderson (panderson@okolona.k12.ms.us). All correspondence and inquiries regarding this RFP must be done via Email. It is the responding vendor's responsibility to ensure the email correspondence has been received. All responses to inquiries will be emailed to the Service Providers.

*Proposers are prohibited from contacting or lobbying members of the school board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. A response*

*within two business days will be emailed to responding service providers that have submitted a letter of intent.*

### **Managed Internal Broadband Services**

The Okolona Municipal Separate School District is seeking proposals for Managed Internal Broadband Services as defined in the 2020 Erate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, UPS and network cabling.

All Contracts should be quoted as a Monthly Recurring Charge (MRC). Please indicate any erate eligible costs and all erate ineligible costs in proposal. Include any upfront costs (NRC) and indicate which portion of that cost are erate eligible and any erate ineligible costs.

Contracts will have a 5-year term from July 1, 2020 through June 30, 2025. The Okolona Municipal Separate School District will not be responsible for the Monthly Recurring Fees for months prior to a funding commitment from USAC unless the district chooses to sign a MOU (Memorandum of Understanding) to begin services on July 1, 2020 before funding has been approved. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures, availability and response time if an engineer is required on site.

If proposal is totally or mostly on site support, please include estimated or guaranteed (indicating whether hours are estimated or guaranteed) number of hours per month an engineer will be on site.

### **General**

The specifications herein are provided to convey the intent of the District and do not indicate every  
**Bid Submission Instructions**

Bids may be hand delivered or mailed to the Okolona Municipal Separate School District to the following address:

411 West Main Street  
Okolona, MS 38860

**Bids must be submitted in a sealed envelope clearly marked as follows:**

**“2020 MIBS Erate Bid – Okolona Municipal Separate School District”**

**Bid Opening: March 25, 2020 9:00 a.m CST.**

Envelopes not so marked will not be considered. The Okolona Municipal Separate School District Board of Trustees reserves the right to reject any and/or all bids and waive any informality.

Bidders must submit one (1) original and one (1) copy of their full response.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Okolona Municipal Separate School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or electronically transferred bids will not be considered. Signatures on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

PLEASE NOTE: Common Carriers, UPS and FedEx, in many of the rural Mississippi areas generally do not deliver overnight packages on time. The Okolona Municipal Separate School District will not be responsible for nor will it accept bid responses delivered after the deadline.

### **Evaluation Methodology**

The Okolona Municipal Separate School District Board of Trustees will award a contract based on the vendor submission that best meets the needs of the Okolona Municipal Separate School District with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price, based on 5-year cost of ownership estimate (to include base price, renewal fees and additional support fees)
- Services Provided by Vendor and No Subcontractors
- Strength of References
- Adherence to Technical Specifications
- Technical Certifications of Vendor Staff
- Vendor response time
- Turnkey Solution
- Ease of Use
- Preference may be given for prior positive experience with the Vendor

### **Vendor Qualifications**

The Okolona Municipal Separate School District may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Okolona Municipal Separate School District all such information and data for this purpose as the Okolona Municipal Separate School District may request. The Okolona Municipal Separate School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Okolona

Municipal Separate School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a purchase order under this contract must be acceptable to the Okolona Municipal Separate School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services
- Be an authorized dealer in the State of Mississippi for all products
- Have current liability insurance and workers compensation insurance (certificates of insurance must be furnished by winning bidder within 10 days of award)
- Required documentation of the vendor's employee certifications should include:
  - ISO 9001
  - RCDD
  - BICSCI Copper
  - BICSCI Fiber
  - Certified Wireless Network Administrator
  - Cisco Certified
- Provide an Erate SPIN
- Provide Erate History
- Erate Green Light Status
- Have an office location within xx miles of school district
- Provide telephone response within 2 hours and onsite response within 4 hours of request
- Provide at least 3 references for projects of the same scope and size

## **Financing**

This project will be subsidized by the Erate program and is therefore subject to funding availability and contingent upon Erate funding. Due to the extended period of time it could take for the District to receive a funding commitment from USAC for this project and possible unforeseen financial circumstances, any contract arising from this RFP will also be contingent upon the District's availability of funds at the time of funding for the non-erate portion of the project. The District also reserves the right to increase or decrease quantities requested in this RFP to adhere to the District's needs at the time of funding.

The Okolona Municipal Separate School District requires that the winning bidder provide the USAC Service Provider Invoice (SPI) method for invoicing.

### **Disqualification of Bidder**

The Okolona Municipal Separate School District reserves the right to award to other than the lowest bidder when, in the judgment of the District administration, it is in the best interest of the District to do so. A Bidder may be disqualified for such reasons as:

1. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form
2. Bidder being in litigation with the Okolona Municipal Separate School District
3. Bidder having defaulted on a previous contract
4. Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Okolona Municipal Separate School District
5. Bidder's failure to include documentation for required certifications and authorizations

The above is not an inclusive list.

The Okolona Municipal Separate School District will strictly adhere to the rules and regulations of the E-rate program when evaluating bid responses.

### **E-Rate**

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application AND approval by Okolona Municipal Separate School District for the District's non-erate portion. If District funds are not available for the District portion, all contracts will become null and void and the project will not be implemented.

### **Right to Reject**

The Okolona Municipal Separate School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the District. The Okolona Municipal Separate School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Okolona Municipal Separate

School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Okolona Municipal Separate School District Board of Trustees, is not in a position to adequately perform the contract. The Okolona Municipal Separate School District Board of Trustees reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Okolona Municipal Separate School District.

**By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from Erate Funds. This project is subject to funding availability and contingent upon Erate funding.**

PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## **BID WORKSHEET**

### **PRICING INFORMATION (Total Cost for ALL Schools)**

#### **(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)**

You must submit a standard quotation for EACH school in addition to this worksheet.

**MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE ERATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

**Erate Eligible TOTAL PRICE for Managed Service Contract** \_\_\_\_\_

*(This is the total of all schools for 12 months including any upfront costs)*

**DO NOT INCLUDE INELIGIBLE COSTS IN THE ABOVE TOTALS. PRICING ON THIS PAGE IS FOR ERATE ELIGIBLE PRODUCTS AND SERVICES ONLY**

In the occurrence of discrepancies between the total costs listed above and costs from the itemized quotes per school, the costs from the itemized quotes will be deemed to be the correct cost.

## **Required Documents**

Bid Worksheet and Service Provider Quotes broken down by School

References

Documentation of the vendor's certifications

Erate SPIN number

Qualifications and training of vendor technical staff

Trouble Ticketing Procedures and Escalation Process

Any other documentation required previously in this document

If the proposal does not meet the stated specifications, the vendor must include a detailed proposal along with a detailed explanation as to why the vendor believes the proposal will meet the stated needs of the Okolona Municipal Separate School District and why the District should consider their proposal.